

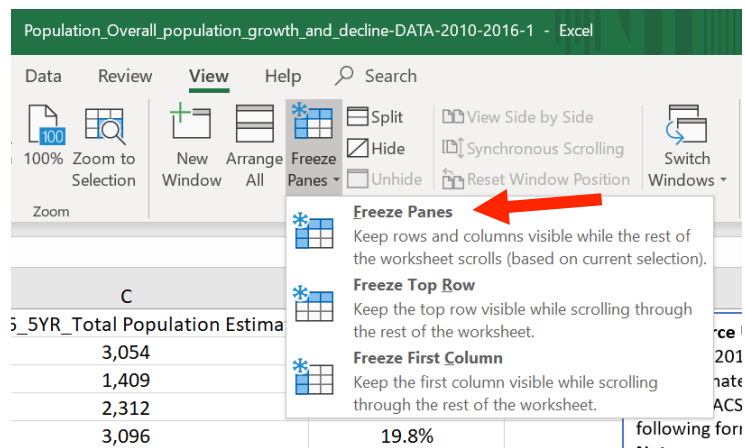
## How to keep a certain row or column visible, even when scrolling, in Microsoft Excel.

This is most useful when you want to see the labels at the top of each column when scrolling through a large spreadsheet.

**Step 1.** Select the cell immediately below and to the right of the row(s) and column(s) you want to freeze.

**Step 2.** Go to the View tab at the top of the Excel screen and click on “Freeze Panes”.

**Step 3.** In the menu that appears, click on “Freeze Panes”. Alternatively, if you just want to freeze the top row or the left-most column, you can click either of the other two options in this menu.



Frozen rows and columns will be visible at all times, even when you scroll down or to the right.

